

Processing Health Benefits

Section 3

Introduction In EHRP, HR staff must enter information into the **Health Benefits** page in the **Administer Base Benefits** module of the system. This allows the information to be picked up by the payroll system.

This section contains three procedures. The first corresponds with starting health benefits. The second pertains to changing health benefits. And the third is related to stopping health benefits.

All Health Benefit actions required the entry of a **Deduction Begin Date**. This date, normally defaults from the **Coverage Begin Date** on the same page.



NOTE: As of April 19, 2001, OPM has discontinued the use of and no longer requires "SF-2811" forms.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

Navigational Path Home ➔ **Compensate Employees** ➔ **Administer Base Benefits** ➔ **Use** ➔ **Health Benefits**

Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
 - The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.
-

Setting up Dependents



To elect health benefits that include an employee's family, the user must first set up the dependents in the system. In order to set up the dependents, follow the procedure titled **Setting Up Dependent/Beneficiary Data**, Chapter 4 Section 2.

Procedure

STARTING AN EMPLOYEE'S HEALTH BENEFITS.

- 1 If applicable, enter the dependent's data. Follow the procedure titled **Setting Up Dependent/Beneficiary Data**, Chapter 15, page 4, for additional details.
- 2 Follow the navigational path:

Home → Compensate Employees → Administer Base Benefits → Use → Health Benefits
- 3 Select the appropriate employee's record.

The following **Elections** page appears:

The screenshot displays the 'Elections' page in the PEOPLE Soft system. The breadcrumb trail at the top reads: Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits. The page is for employee 'Macfarlan, Spanky' with ID 'J_TEST1' and 'Empl Rcd#': 0. The 'Plan Type' is set to 'Fed Employees Health Benefits'. The 'Coverage' section includes fields for 'Coverage Begin Date', 'Deduction Begin Date', 'Coverage Election' (with radio buttons for Elect, Waive, and Terminate), 'Election Date' (06/14/2001), 'Benefit Plan', 'Coverage Code', 'Health Provider ID', and a 'Previously Seen' checkbox. The 'Employee Status' is 'Active', 'Benefit Program' is 'GOVT', and 'Currency' is 'USD'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Update/Display', 'Include History', and 'Correct History'. A red arrow points to the 'Plan Type' field.

- 4 In the **Plan Type** field, select the benefits plan type.


NOTE: The valid options include:

Plan Type	Translate	Long Name
1G		Fed Employees Health Benefits
1W		FEHB - Waiver

NOTE: Select 1W if the employee has premium payments taken after taxes. The employee has waived premium conversion.

- 5 Navigate to the **Coverage Begin Date** field to enter the effective date of the health benefit coverage.

*NOTE: The **Deduction Begin Date** defaults to the date entered in the **Coverage Begin Date** field.*

*NOTE: To modify **Plan Type** information, click the  in the **Coverage** box.*

*IMPORTANT! The **Deduction Begin Date** is the effective date for any health benefit action.*


- 6 Ensure that the **Deduction Begin Date** field is populated with the Effective date of the health benefit coverage. *It must match the effective date of the PAR action!*

- 7 In the **Coverage Election** field, verify that the **Elect** radio button is selected to start the benefits coverage.

*NOTE: The **Election Date** field will default to the date the benefit coverage was entered.*

- 8 In the **Benefit Plan** field, enter the 2-digit code corresponding to the insurance carrier that the employee has selected. For example, “JP” is the code for MDIPA.

- 9 Enter the appropriate coverage level in the **Coverage Code** field identifying who will be covered by this insurance policy.

- 10 If the employee has no dependents and has selected a **Coverage Code** for **Self Only**, click .

NOTE: If an employee has dependent coverage, the dependents must be identified before saving. The system will generate an error message if Family Coverage has been selected and no Dependent data has been entered.

- 11 To link the dependent information to the health benefits coverage, move to the **Dependents** page by clicking its tab.


The following **Dependents** page appears:

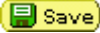
*NOTE: The following information will appear based on what was entered on the previous **Elections** page:*

- **Coverage Begin Date**
- **Effective Date**
- **Benefit Plan**
- **Coverage Code**

12 Enter the ID(s) of the dependents covered by the employee's health benefits in the **ID** field.

*NOTE: This field is accessing the dependent's data, which was entered on the **Dependent/Beneficiary** page.*

13 Click  to add another dependent.

14 When the entry of the dependents is complete, click .

Procedure **CHANGING AN EMPLOYEE'S HEALTH BENEFITS**

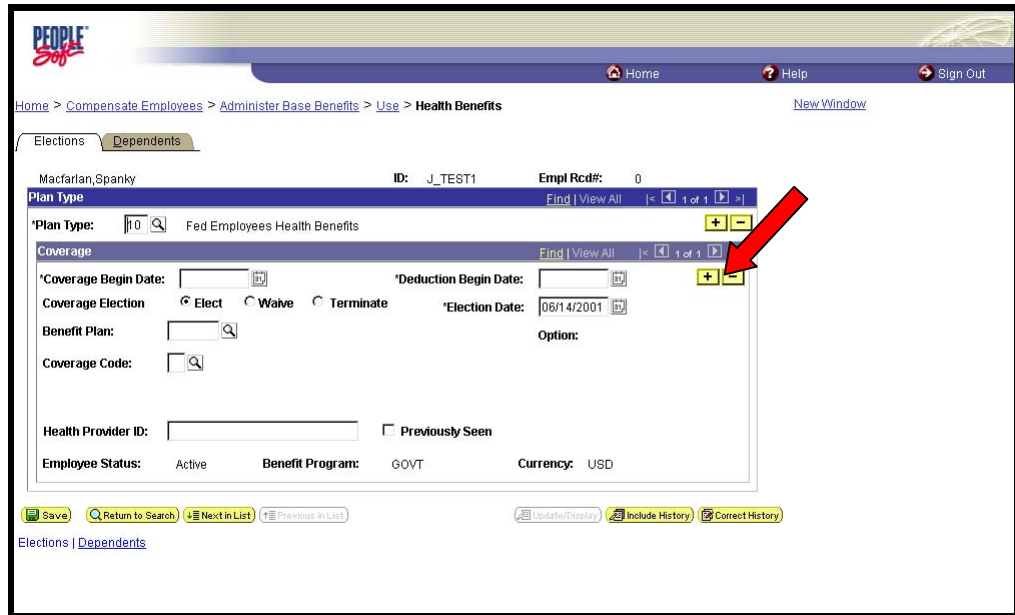
1 If applicable, enter the dependent's data. Follow the procedure titled **Setting Up Dependent/Beneficiary Data**, Chapter 4 Section 2, for additional details.

2 Follow the navigational path:

Home → Compensate Employees → Administer Base Benefits →
Use → Health Benefits

3 Select the appropriate employee's record.

The following Elections page appears:



The screenshot shows the 'Elections' page for employee J_TEST1. The page has a navigation bar with 'Home', 'Help', and 'Sign Out'. The breadcrumb trail is 'Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits'. The 'Elections' tab is selected. The employee's name is 'Macfarlan, Spanky' and the ID is 'J_TEST1'. The 'Plan Type' is 'Fed Employees Health Benefits'. The 'Coverage' section has a '+' button highlighted with a red arrow. The 'Deduction Begin Date' is '06/14/2001'. The 'Election Date' is '06/14/2001'. The 'Option' is 'Elect'. The 'Health Provider ID' is empty. The 'Employee Status' is 'Active' and the 'Benefit Program' is 'GOVT'. The 'Currency' is 'USD'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Update/Display', 'Include History', and 'Correct History'.

NOTE: The **Elections** page will be populated with the current coverage selected by the employee.

4 Click **+** in the **Coverage** box, as indicated by the arrow above, to insert another row into the employee's coverage record.

NOTE: The **Deduction Begin Date** defaults to the date entered in the **Coverage Begin Date** field.

NOTE: The **Deduction Begin Date** is the effective date for both the start and termination. It should match the effective date of the PAR action.

5 Follow the procedure in the **Starting an Employee's Health Benefits** section.

IMPORTANT! Ensure that the **Deduction Begin Date** field is populated with the Effective date of the health benefit coverage. *It must match the effective date of the PAR action!*

6 Click .

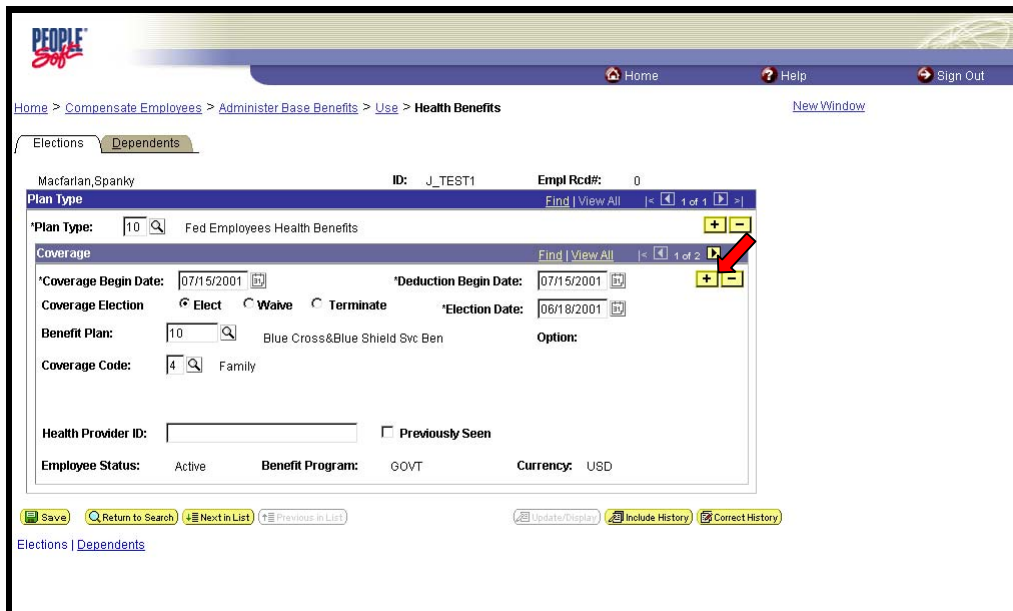
Procedure TERMINATING OR STOPPING AN EMPLOYEE'S HEALTH BENEFITS

1 Follow the navigational path:

Home → Compensate Employees → Administer Base Benefits → Use → Health Benefits

2 Select the appropriate employee's record.

The following **Elections** page appears:



PEOPLE SOFT

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits

Elections Dependents

Macfarlan, Spanky ID: J_TEST1 Empl Rcd#: 0

Plan Type: 10 Fed Employees Health Benefits

Coverage: 07/15/2001 07/15/2001 06/18/2001

Coverage Election: ☒ Elect ☐ Waive ☐ Terminate Election Date: 06/18/2001

Benefit Plan: 10 Blue Cross&Blue Shield Svc Ben Option:

Coverage Code: 4 Family


Health Provider ID: Previously Seen

Employee Status: Active Benefit Program: GOVT Currency: USD


Save Return to Search Next in List Previous in List Update/Display Include History Correct History

Elections Dependents


NOTE: The **Elections** page will be populated with the current coverage selected by the employee.

3 Click  in the **Coverage** box, as indicated by the arrow above, to insert another row into the employee's coverage record.

4 To terminate the current benefit coverage, click the **Terminate** radio button.

- 5 In the **Coverage Begin Date** field, enter the termination date.
- NOTE: The **Deduction Begin Date** will default to the date entered in the **Coverage Begin Date** field.*
- NOTE: The **Deduction Begin Date** is the effective date for both the start and termination. It should match the effective date of the PAR action.*
- 6 IMPORTANT! Ensure that the **Deduction Begin Date** field is populated with the Effective date of the health benefit coverage. *It must match the effective date of the PAR action!*
- 7 Enter the coverage termination date in the **Election Date** field.
- 8 Click .

Procedure CHANGING A TEMPORARY EMPLOYEE'S HEALTH BENEFITS

- 1 Follow the navigational path:
- Home → Administer Workforce → Administer Workforce (USF) →
Use → HR Processing
- 2 Select the Job Page.
- 3 Click on the Benefits/FEHB Data link.
- 4 Select one of the following two radio buttons as appropriate:
- Temporary Appointment >1 yr
 - Temp Appt<1yr + FedSvc>1yr
- 5 Click .
- 6 If applicable, enter the dependent's data. Follow the procedure titled **Setting Up Dependent/Beneficiary Data**, Chapter 4 Section 2, for additional details.
- 7 Follow the navigational path:
- Home → Compensate Employees → Administer Base Benefits →
Use → Health Benefits
- 8 Select the appropriate employee's record.
- The following Elections page appears:

PEOPLE Soft

Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits

Macfarlan, Spanky ID: J_TEST1 Empl Rcd#: 0

Plan Type: Fed Employees Health Benefits

Coverage

Coverage Begin Date:	Deduction Begin Date:	Election Date:
		06/14/2001

Coverage Election: ☒ Elect ☐ Waive ☐ Terminate

Benefit Plan:

Coverage Code:

Health Provider ID: ☐ Previously Seen

Employee Status: Active Benefit Program: GOVT Currency: USD

Save Return to Search Next in List Previous in List Update/Replan Include History Correct History

*NOTE: The **Elections** page will be populated with the current coverage selected by the employee.*

- 9 Click **+** in the **Coverage** box, as indicated by the arrow above, to insert another row into the employee's coverage record.

*NOTE: The **Deduction Begin Date** defaults to the date entered in the **Coverage Begin Date** field.*

*NOTE: The **Deduction Begin Date** is the effective date for both the start and termination. It should match the effective date of the PAR action.*

- 10 Follow the procedure in the **Starting an Employee's Health Benefits** section.

IMPORTANT! Ensure that the **Deduction Begin Date** field is populated with the Effective date of the health benefit coverage. *It must match the effective date of the PAR action!*

- 11 Click **Save**.